



Carlson Building Maintenance

PerDiem Form

07-17-2025

- This form is to be submitted by District Managers only.
- Forms submitted by anyone else will not be processed.
- Fill out all applicable fields highlighted in yellow. Incomplete forms will be returned and reimbursement will be delayed.
- Submit one form per employee. Forms with multiple employees will be returned and reimbursement will be delayed.
- Requests for Per Diem/Mileage will be processed once per week by the Finance Department
- Requests must be submitted by Tuesday at 12:00 PM for the previous calendar week
- Requests received after 12 PM Tuesday will be processed the following week.
- Special notes are required for irregular circumstances

Employee Information	
Employee name:	Rene Cedillo
Employee number:	15142
District manager:	Rene Cedillo
Job Site	
Store location:	177 Hugo's 32nd Ave Grand Forks, ND
City:	Grand Forks
State:	ND
Hotel Info	
First night needed	07-15-2025
Last night needed:	Grand Forks

Per Diem				For office use only.	
Arrival Date		Departure Date			
07-15-2025		07-17-2025			
Mileage				For office use only	
Date	Departed from	Destination/Store	RT/OW	MI	Amt
2025-07-17	Home	Home	null		
Notes					
No Milage					

For office use only	
Grand total amount	